



MONROE COUNTY BUILDING DEPARTMENT

Middle Keys/Main Office: 2798 Overseas Highway, Suite 300, Marathon, FL 33050 (305) 289-2501

Upper Keys Office: 102050 Overseas Highway, Key Largo, FL 33037 (305) 453-8800

Lower Keys Office: 5503 College Road, Suite 203, Key West, FL 33040 (305) 295-3990

contractor-license@monroecounty-fl.gov

NEW CERTIFICATE OF COMPETENCY INSTRUCTIONS

The purpose of this application is to apply for a Monroe County Certificate of Competency by examination pursuant to MCC Sec 6-237. This application encompasses all Construction Trades categories. Please read instructions thoroughly prior to completing your application and make photocopies for your records, if desired. Be certain that the application is completely filled out; that all questions are answered truthfully, and that all information requested is furnished. If your application is incomplete, it may be returned, delaying the approval and licensing process.

Monroe County requires that *all* applicants, with the exception of journeyman and masters, take the administrative examination, and when required, the respective Trade examination.

MASTERS ARE NOT CONTRACTORS. Anyone holding a master (electrical, mechanical, or plumbing) certificate of competency **only** needs to take the administrative examination if they wish to act in the capacity of a contractor. If the administrative examination is not taken, the applicant is **PROHIBITED** from contracting, and the applicant shall only perform work in their trade while under the supervision and direction of a licensed contractor of same category.

JOURNEYMEN ARE NOT CONTRACTORS. Anyone holding a journeyman (electrical, mechanical, or plumbing) certificate of competency is **PROHIBITED** from contracting, and shall only perform work in their trade while under the supervision and direction of a licensed contractor of same category.

Monroe County certificate of competency holders are limited to certain local jurisdictions and only allowed to work in a county or municipality with which the county has a reciprocal agreement.

NOTICE: Contracting shall only be done under the qualified business name. This license does not belong to a Company and may not be renewed or used by another individual or company other than the license holder named herein for any construction purposes.

****A Certificate of Competency is Non-transferable****

Applicant must have a minimum of 2-years of field experience for their desired trade/discipline and pass the Administrative Examination for the following categories:

- Acoustical Ceiling
- Aluminum, Vinyl, and Plastic
- Asphalt Seal and Coating
- Cabinet & Millwork
- Drilling Auger
- Fence Erector
- Flooring - All types of floors including carpet, except cementitious products, marble, or terrazzo
- Garage Door Opener/Installation
- Glazing Contractor
- Insulating
- Landscaping
- Landscaping Curb
- Masonry Specialty (includes brick pavers)
- Painting & Decorating
- Pavement Painting Only
- Plastering/Stucco
- Sign Painting
- Solar Window Tinting
- Steel Reinforcing and Iron
- Tile, Terrazzo and Marble (includes brick pavers)
- Thatched Roofing – Non-structural
- Waterproofing and Roof Painting

Applicant must have the minimum field experience for their desired trade / discipline as indicated below and pass the administrative and technical examination.

Certificate of competencies with one asterisk () at the end of each trade requires registration with Department of Business and Professional Regulation Construction Industry Licensing Board or the Electrical Construction Industry Board (DBPR) within 30 days after obtaining a certificate of competency *prior* to conducting business in the state pursuant to F.S. 489.117 or F.S. 489.513.

Certificate of competencies with three asterisks () at the end of each trade need not take the administrative examination. Masters & Journeyman’s are **NOT** contractors, and therefore, are prohibited from contracting, and shall only perform work in their trade while under the supervision and direction of a licensed contractor of same category/discipline.

Building Contractor*	5 Years	
Burglar Alarm Contractor*	2 Years	
Class A Air Conditioning*	6 Years	
Class B Air Conditioning*	6 Years	
Drywall Contractor	2 Years	
Electrical Contractor*	6 Years	
Excavating & Grading Engineering Class II (a)	3 Years	
Fire Alarm Contractor*	2 Years	
General Contractor*	6 Years	
Hydraulic Dredging Engineering Class II (b)	3 Years	
Journeyman Electrical***	3 Years	
Journeyman Mechanical***	3 Years	
Journeyman Plumbing***	3 Years	
Lawn Sprinkler Contractor		2 Years
Low Voltage Electrical Contractor (TV & Antenna) *	3 Years	
Master Electrical***	6 Years	
Master Mechanical***	6 Years	
Master Plumbing***	6 Years	
Master Sign Contractor, Electrical*	6 Years	
Mechanical Contractor*	6 Years	
Paving Engineering Class II (d)	3 Years	
Pile Driving and Foundation Engineering Class II (e)	3 Years	
Plumbing Contractor*	6 Years	
Residential Contractor*	4 Years	
Roofing Contractor*	4 Years	
Seawall & Small Dock (Marine Const.) Eng. Class II (c)	3 Years	
Sign Erection Contractor, Non-electrical	2 Years	
Solar Products Contractor	2 Years	
Structural Steel Erection Contractor		5 Years
Unlimited Swimming Pool Contractor *(commercial/residential)	2 Years	
Underground Utility and Excavation*	3 Years	

CODES IN EFFECT AS OF 6/28/2019:
 Florida Building Code, Sixth Edition
 National Electrical Code, 2014
 Florida Fire Prevention Code, Sixth Edition

APPLICATION REQUIREMENTS

In order to apply for and be considered for a contractor license in Monroe County, applicant shall submit items 1-7:

1. Completed [Contractor Construction Trades Application](#); one trade per application.
2. Legible color copy of a valid driver's license or some other form of valid government approved identification.
3. One (1) recent color photograph full frontal view of the face and 2x2 inches in size. **NO EXCEPTIONS!**
4. Résumé must be submitted and it must account with years of employment and correspond with Affidavit of Trade Experience.
5. **Affidavit of Trade Experience**. This form must be furnished to substantiate the minimum experience required in the category for which the applicant is applying, and it is to be completed by past or present employer(s), or sub-contractors licensed in the appropriate construction service field verifying that applicant has the necessary experience in the area covered by the certificate of competency applicant is seeking. Proof of licensure by other jurisdictions, without additional experience verification, will not satisfy this requirement. Self-verifications alone are not accepted.
6. Copy of contracting license corresponding to each Affidavit of Trade Experience must be provided.
7. W-2s verifying employment in the trade/company, which must correspond with the Affidavit of Trade Experience form and résumé. **NOTE:** *If your W-2s are from a staff leasing or payroll company, please provide additional documentation verifying that the staff leasing company administers payroll functions for the company you were or are presently employed.*
Example: A letter from the leasing company on letterhead stating that you were/are employed by said company and that they provide payroll services for said company.
8. **COMPLETED APPLICATION AND SUPPORTING MATERIALS MUST BE RECEIVED BY THE 15TH OF PREVIOUS MONTH TO THE NEXT AVAILABLE CEB MEETING, TO BE CONSIDERED FOR REVIEW.**
9. Applications and supporting materials may be mailed to or dropped off to one of the above listed addresses to the attention
Licensing. Our lobby hours are from 8:30 a.m. to 3:00 p.m., Monday through Friday, closed on holidays.
10. The date your application is received by our office will determine the date your application will go before the board. Incomplete applications will not be accepted delaying the review and approval process.
11. **YOUR ATTENDANCE AT THE MEETING IS RECOMMENDED** , However, some applicants are not required to attend for the review process.
12. Once your application is reviewed, you will be notified in writing by e-mail or by mail of approval or denial detailing the reason(s) for denial and corrective action that may be taken. Please allow up to **(5) working days** after the meeting for your status. PLEASE DO NOT CONTACT THE LICENSING OFFICE.
*If you wish to appeal the decision of the board, you may request a hearing in writing. The date your appeal is received will determine the date you will be scheduled to appear before the board.
14. If you are approved, you will need to take the required examination(s) for your particular trade. Please refer to the first and second pages of this handout to locate your category and type of exam(s) you will need to take.
15. Pursuant to MCC Sec 6-237.(a)(1), an applicant has **two years** from the date the application is approved by the CEB to pass and obtain licensure. Otherwise, a new application packet will have to be re-submitted for approval and re-testing **provided the code does not change**.
16. Monroe County does not give these examination(s). The examination(s) is/are given through an outside-approved vendor Gainesville Independent Testing Services, LLC (**GITS, LLC**).
17. Monroe County considers a 70% or higher as a passing grade.
18. Examination Administrative fees will be requested once approval by the CEB Board has been attained.
Fees: \$100.00 Business Procedures and \$155.00 for Technical Exam (when required per Trade)
Payable to: Monroe County Building Dept.

APPROVED EXAMINATION VENDORS

GITS, LLC

19. If you decide to test with GITS, LLC, you will need to send in appropriate payment. Once payment is received, we will send them an e-mail authorizing you to test. You will then be contacted directly. It will be the applicant's responsibility to schedule a testing date in accordance with their testing schedule.
20. GITS offers testing sites at various cities around the state including a testing location in the Keys.
21. To obtain Examination Information Sheets (EIS) for your discipline, go to GITS,LLC link (listed above), "Examination, Information Sheets, Download EIS tab, Click on the tab **MONROE County** to take you directly to all EIS Informational Forms.
22. Computer Based Testing and Spanish Business Procedures examinations are available.
Please contact GITS at 1-800-997-2129.
23. **There are additional fees** that GITS will charge for the exam(s) you will need to take. These fees will vary depending on the license type. You may inquire about the fees that will apply to you by calling GITS at 1-800-997-2129, or by visiting their website at www.gitsllc.org. This fee is paid directly to GITS. (Proctoring Fees may apply in some areas)
24. Online practice exams may be available for certain disciplines. Please contact GITS at 1-800-997-2129.
25. Test center regulations information available at www.gitsllc.org.
27. ADA accommodations available through GITS by calling 1-800-997-2129.

~~PROMETRIC (LIMITED TESTING AVAILABLE AT THIS TIME)~~ **NOT AVAILABLE AT THIS TIME**

28. If you decide to test with Prometric, you will need to complete their registration form and return with appropriate fee. You can obtain this form by visiting **Prometric Exam References, Schedule, and Registration Form**. You will need to complete and return **ONLY** page 2 (Exam Registration Form) to our office for authorization. Once we approve you, we will return page 2. Once you receive it, you will then need to complete page 3 (Application Payment by Credit Card) and submit to Prometric for processing.
29. You will be able to locate your Bulletin for your discipline according to the disciplines found on pages one (1) and two (2). You will need to choose your bulletin from the appropriate FLBC Column. For example, all Construction Trades are under FLBC-14 with the exception of some engineering licenses that will be under Common Column. Moreover, all Electrical Trades are under the NEC-11 Column. **(NOTICE: UPDATED REFERENCE MATERIALS MAY NOT BE AVAILABLE AT THIS TIME.)**
30. It will be the applicant's responsibility to schedule a testing date with Prometric in accordance with their testing schedule.
31. **There are additional fees** that Prometric will charge for the exam(s) you will need to take. These fees will vary depending on the license type. You may inquire about the fees that will apply to you by calling Prometric at 1-888-345-2778, or visiting their website at <http://www.prometric.com/default.htm>. This fee is paid directly to Prometric.
32. Online Construction Practice Exams may be available for certain disciplines. Please contact Prometric at 1-888-345-2778.
33. Test center regulations information available at **Prometric Test Sponsor**
34. ADA accommodations available through Prometric by calling 1-800-280-3926.

35. CERTIFICATE OF COMPETENCY CONTRACTOR LICENSURE FEE SCHEDULE

Pursuant to **MCC 6-240 - Fees**, application, examination, certification, and renewal fees are as follows:

- General contractor\$200.00
- Building contractor\$150.00
- Residential contractor\$150.00
- Engineering contractor\$200.00
- Engineering contractor II\$150.00
- Engineering contractor III\$150.00
- Mechanical, plumbing and electrical contractors\$150.00
- All other contractors, including specialty contractors\$150.00
- Master (plumbing, electrical and mechanical)\$100.00
- Journeyman (plumbing, electrical and mechanical)\$70.00
- Apprentice\$30.00

Examination fees:

- Business and law exam\$100.00
- All hour technical exams\$155.00

Renewal reinstatement request application\$200.00

ABOVE FEES ARE PRO-RATED FOR FOLLOWING PERIODS:

- October 2 of the Odd Year to April 1 of the Even Year
- April 2 of the Even Year to October 1 of the Even Year
- October 2 of the Even Year to April 1 of the Odd Year
- April 2 of the Odd Year to October 1 of the Odd Year

REDUCED INITIAL FEE BY:

- 0%
- 25%
- 50%
- 75%

***RETAIN FOR YOUR FUTURE REFERENCE**